Tips for Mentoring a Successful Team

Your leadership is critical to the success of your team.

Welcome your Teammates
- ☐ Connect with your teammates as quickly as possible.

Establish a clear plan for frequent communication
- ☐ Determine the best way to meet *synchronously*, or in real-time:
    - o Meet in your TeamWorld.
    - o Use Skype.
    - o Choose another way to talk or chat in real-time.
- ☐ Determine the best way to communicate *asynchronously*:
    - o Identify a place where you will post information in your TeamSpace.
- ☐ Use a team online notebook or wikispace to:
    - o Record work,
    - o Send messages to teammates,
    - o Keep track of deadlines, and
    - o Ask questions.
- ☐ Send messages InWorld via a "message board."
- ☐ Start and monitor conversations in your online wiki or workspace.

Establish a routine or schedule
- ☐ Set a regular meeting time InWorld. Use this time for your teammates to show each other the work that they've completed.

Encourage your teammates to be active members of the team
- ☐ If they don't volunteer, ask them to complete a small task.
- ☐ Set mini-goals.
- ☐ Praise creative thinking.
- ☐ Set a positive "can do" tone.

Break bigger tasks into smaller tasks
- ☐ Help your team meet all goals by:
    - o Setting and recording mini-goals for smaller tasks in your workspace.

Ask for help
- ☐ Don't forget that you have support from others. Develop a good working relationship with:
    - o Your Tech Squad specialist and
    - o OPIW Staff (sharon.bowers@nianet.org)